

## **Minutes**

### **MONROE COUNTY AIRPORT AUTHORITY**

#### **REGULAR MEETING**

July 24, 2013

#### **Present:**

James G. Vazzana, Esq., Chairman

Susan Keith

R. Thomas Flynn (Elected Vice – Chairman)

Hon. Stephen Tucciarello

Hank Stuart

John J. Perrone, Jr.

#### **Excused Absence:**

Brett Granville, Esq.

#### **Others Present:**

Michael Giardino

Director of Aviation

Bob Franklin

Treasurer

Angela Veltre

Assistant Treasurer

Merideth H. Smith, Esq.

Secretary

Jennifer Hanrahan

David Haas

Meeting was called to order by the Chairman @ 12:00 p.m.

#### **Approval of the Minutes from May 15, 2013**

Moved by Member Flynn and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

#### **Appoint Vice Chairperson to the Monroe County Airport Authority Board**

Chairman Vazzana made a motion to nominate Member R. Thomas Flynn to be appointed as Vice Chairperson of the Monroe County Airport Authority Board. The motion was moved by Member Perrone and seconded by Member Tucciarello. The motion passed unanimously 6-0.

#### **Appointment of Committee Members to the Monroe County Airport Authority Board**

Chairperson Vazzana made a motion to nominate the appointment of the following members to the following Committees: Member Stuart to the Audit and Finance Committee and Member Perrone to the Audit Committee. The motion was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 6-0.

#### **Treasurers Report**

Treasurer Franklin reported that there are two reports today to go before the Board. The July bill for credit card usage by the Director had on it nine (9) charges for the reporting period, the credit card issued to County Executive had no items on it.

Treasurer Franklin reported the travel and business expense statement for the period since May 2013 and reported that six (6) items appeared on it. Both the credit card expenses & business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card report and report on travel and business expenses was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

**Authorize a Contract with Bonadio & Co., LLP to provide External Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport**

Assistant Treasurer Angela Veltre stated that an RFP was issued on May 31<sup>st</sup> to provide External Audit Services for the Monroe County Airport Authority. The RFP was advertised in the Rochester Business Journal, the Daily Record and posted on the Monroe County Purchasing website. A selection committee came to the consensus to award the contract to Bonadio & Co., LLP. A motion to approve and adopt was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 6-0.

**Authorize a Contract with Bruce Fennie & Associates to Provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority at the Greater Rochester International Airport**

Assistant Treasurer Angela Veltre stated that an RFQ was issued on April 12<sup>th</sup> to Provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority at ROC. The RFP was advertised in the Rochester Business Journal, the Daily Record; posted on the Monroe County Purchasing website and [www.aviationnews.net](http://www.aviationnews.net). A selection committee reviewed the proposals and awarded the contract to Bruce W. Fennie & Associates. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

**Authorize a Contract with Steve General Contractor, Inc. for Construction Services Relating to the Construction of the Fuel Farm Operations Building for the Monroe County Airport Authority at the Greater Rochester International Airport**

Assistant Treasurer Veltre reported that on August 8, 2012 the Authority board approved a contract with CHA Consulting to design a permanent building to be constructed at the site of the fuel farm. The fuel farm was constructed in the late 1990's and since the opening of that facility, equipment and the staff who work there have been housed in a trailer. CHA has designed the specifications and bid package for the block building. Monroe County Purchasing received four (4) bids, which were reviewed by the design firm for completeness. CHA recommended awarding the contract to Steve General Contractor, Inc. who was the lowest bidder. The total cost of the project, both construction costs and design firm fees, will be paid for by the capital fuel farm reserve fund and from the Authority's Renewal and Replacement Fund. The Fuel Consortium is made up of a representative from each of the signatory airlines at ROC & FedEx Express and have approved the expenditure for this purpose. A motion to approve and adopt was moved by Member Flynn and Seconded by Member Keith. The motion passed unanimously 6-0.

**Ethics Hotline Report**

Secretary Merideth H. Smith reported that there were no calls to the hotline for the reporting period.

**Traffic Report**

Mr. Dave Haas reported the traffic report activity through June 2013. Enplanements are up 1.8% over the same period for 2012. July and August are typically highest traffic months at ROC. The forecast at this time for total enplanements for 2013 would be approximately 2% above the 2012 total. Mr. Haas reported enplanement share by each airline as compared to last year.

Mr. Haas provided a thruway airport comparison of enplanements: Syracuse (SYR) increased 2.15%, Buffalo (BUF) increased 0.8%, Albany (ALB) decreased 0.4% as compared to the 2012 data.

Mr. Haas stated that ROC load Factors are averaging 80.3% in 2013 as compared to last year's average of 75%. Landed weights are down 4.2%, trips are down 5.2%.

**Director's Report**

Director of Aviation Michael Giardino asked his staff to provide an update to the board. Jennifer Hanrahan, Marketing & PR Coordinator provided the board with an Airport 5K event summary stating that Assistance Foundation raised \$78,000 for the adults and children in our community they serve with developmental disabilities. Approximately 600 runners, 100 walkers and 40 children participated in the event. Also, on Friday, July 26<sup>th</sup>, ROC is

hosting a promotional event at Frontier Field as part of a comprehensive marketing campaign along with Southwest Airlines.

Director Giardino provided the board with an update to the federal grant program. Due to federal sequestration cuts, grant money was used to keep tower closures at bay. This had an effect on ROC's grant funding. The Airport Fire Truck was recently delivered to ROC through entitlement and discretionary funding. ROC is in the process now of improving the Engineered Materials Arrestor System (EMAS) at the end of Runway 28. That runway is very important at ROC in the winter months to be able to handle regional jets which require longer runways and EMAS gives ROC a virtual longer runway. The board engaged in conversation defining EMAS and the project.

#### **Other Business**

The September board meeting is being moved from September 18<sup>th</sup> to September 25<sup>th</sup>.

Meeting was adjourned @ 12:48 PM

The next Board Meeting is September 25, 2013 at 12:00 noon.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Merideth H. Smith', with a stylized flourish at the end.

Merideth H. Smith, Esq.

Secretary

Dated: 8/22/13

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 12 OF 2013**

**APPOINT VICE CHAIRPERSON TO THE MONROE COUNTY AIRPORT  
AUTHORITY BOARD**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That R. Thomas Flynn shall be appointed Vice Chairperson to the Monroe County Airport Authority Board effective July 24, 2013 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

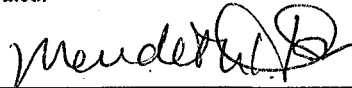
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: July 24, 2013

Vote: 6-0

I, Merideth Smith, Esq., Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held July 24, 2013.

Dated: 8/1/13



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Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 13 of 2013**

**APPOINTMENT OF COMMITTEE MEMBERS TO THE MONROE COUNTY  
AIRPORT AUTHORITY BOARD**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appoints Members to the Governance, Audit, and Finance Committees as follows:

Governance

R. Thomas Flynn, (*Chair*)

James G. Vazzana, Esq.

Susan Keith

Audit

John J. Perrone, Jr., (*Chair*)

Charles Henry Stuart

Stephen Tucciarello

Finance

Charles Henry Stuart

James G. Vazzana, Esq.

Susan Keith

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 24, 2013

Vote: 6-0

I, Merideth Smith, Esq., Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held July 24, 2013.

Dated:

 8/1/13  
Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 14 of 2013**

**AUTHORIZE A CONTRACT WITH BONADIO & CO., LLP TO PROVIDE  
EXTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY  
AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Bonadio & Co., LLP with offices at 171 Sully's Trail, Suite 201, Pittsford, New York 14543, to provide external audit services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Bonadio & Co., LLP was determined by a Selection Committee to be a qualified respondent to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of three (3) years, October 1, 2013 through September 30, 2016. The contract and any amendments thereto, is awarded at an annual cost as follows:

Year 1- 2013 Audit:	\$37,300
Year 2- 2014 Audit:	\$38,800
Year 3- 2015 Audit:	\$40,000

Section 3. Funds will be appropriated in the 2014 budget for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither, Bonadio & Co., LLP, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 24, 2013

Vote: 6-0

I, Merideth Smith, Esq., Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held July 24, 2013.

Dated:

 8/1/13

Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 15 of 2013**

**AUTHORIZE A CONTRACT WITH BRUCE FENNIE & ASSOCIATES TO PROVIDE  
CONSULTANT AND FEDERAL LOBBYING SERVICES FOR THE MONROE COUNTY AIRPORT  
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Bruce Fennie & Associates to provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority.

Section 2. Bruce Fennie & Associates was determined by a Selection Committee to be the most qualified of the seven respondents. This contract will be for a one (1) year period, July 1, 2013 through June 30, 2014, with the option to renew for up to three (3) consecutive one (1) year terms, at the sole discretion of the Authority. The contract is awarded at an annual cost not to exceed \$156,000.

Section 3. Funds have been appropriated in the 2013 budget for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Bruce Fennie & Associates, nor any of its principal officers, owe any delinquent Monroe County property taxes.

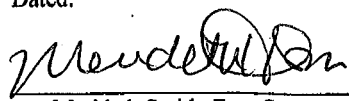
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 24, 2013

Vote: 6-0

I, Merideth Smith, Esq., Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held July 24, 2013.

Dated:

 8/1/13  
Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 16 of 2013**

**AUTHORIZE A CONTRACT WITH STEVE GENERAL CONTRACTOR, INC FOR CONSTRUCTION SERVICES RELATING TO THE CONSTRUCTION OF THE FUEL FARM OPERATIONS BUILDING FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

*WHEREAS*, Resolution 13 of 2012 authorized a contract with CHA Consulting, LLC for design services relating to the construction of a permanent Fuel Farm operations building, and

*WHEREAS*, the Monroe County Purchasing Department advertised and held a public bid for proposals for construction of said building.

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Steve General Contractor, Inc., 3774 Telephone Road, Caledonia, New York, 14423 for Construction Services relating to the construction of a Fuel Farm Operations Building to replace the trailer currently housing fuel facility staff and equipment for the Monroe County Airport Authority at the Greater Rochester International Airport, in the amount of \$322,000, along with any amendments necessary to complete the project within the total fund(s) appropriation.

Section 2. Funding for this project is available in the Fuel Farm Reserve Account and the Authority's Renewal and Replacement Fund.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Steve General Contractor, Inc., nor any of its principal officers, owes any delinquent Monroe County property taxes.


Section 4. This resolution shall take effect immediately.

**ADOPTION: Date: July 24, 2013**

**Vote: 6-0**

I, Merideth Smith, Esq., Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held July 24, 2013.

Dated:

  
Merideth Smith, Esq., Secretary